

## Trustee's 341 Filings

The ECF system allows Chapter 13 Trustees to receive a list of creditor meetings by date, and then record the outcome of a group of meetings. With one docket event, the trustee can effectuate automatic docketing of the conclusion of a meeting or the continuance of a meeting in each of the individual case files.

The multiple case docketing feature may be executed only by the trustee, and each trustee will have access only to his or her own cases. A user must be logged in as the trustee of record in order to have the targeted activity appear.

### Concluded and Continued Meetings Multiple Case Entries

**STEP 1** Click the Bankruptcy hypertext link on the CM/ECF Main Menu.

**STEP 2** The **Bankruptcy Events** screen displays.

◆ Click the Trustee's 341 Filings hypertext link.

**STEP 3** The **§341 Meeting Date** screen displays. (See Figure 1)



CM/ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Trustee's 341 Filings

Date: 6/9/2003

Next Clear

Figure 1

- ◆ Type the date the §341 meeting was held.

**Note:** The §341 meeting for all conclusions or continuances to be docketed in a single entry must have been held on the same day. Return to **Step 1** as needed to docket additional groups of meetings held on different dates.

- ◆ Click **[Next]** to continue.

**STEP 4** The **Events** screen displays. (See Figure 2)

| Case No.                              | No Action                        | Distribution          | 341 Held              | Continue              | To | Date | Time | AM/PM |
|---------------------------------------|----------------------------------|-----------------------|-----------------------|-----------------------|----|------|------|-------|
| 3:03-bk-07113-JF George W. Washington | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |    |      |      |       |
| 3:03-bk-07213-GP Abraham D. Lincoln   | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |    |      |      |       |
| 3:03-bk-07313-JF John Q. Adams        | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |    |      |      |       |
| 3:03-bk-07413-GP Thomas B. Jefferson  | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |    |      |      |       |
| 3:03-bk-07513-JF Benjamin D. Franklin | <input type="radio"/>            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |    |      |      |       |

Submit Clear

**Figure 2**

- ◆ The system displays a list of debtors whose appearances were scheduled on the date selected in **Step 3**.

**Note:** The system only shows debtors which are assigned to the Trustee who has logged into the ECF system for this transaction.

- ◆ There are 4 radio buttons that can be selected for each case. Case by case, make indications as appropriate.

**Note:** Only one radio box may be selected for each case. The choices are:

- ◆ *No Action* - If No Action is chosen, no entry will be made on the docket for the case. No notation will be reflected in the Notice of Electronic Filing for this case. Use this option if a meeting of creditors was not held.

- ◆ *Trustee's Report of No Distribution* - Any case where the trustee has confirmed there are no assets. A docket event will reflect the Trustee's Report of No Distribution. **Note: This option is used by Chapter 7 Trustees only.**
- ◆ *Concluded* - Action used when the 341 meeting is held and concluded and no further action is needed.
- ◆ *341 Meeting Continued* - The current §341 meeting date deadline will be satisfied, and the docket will reflect the new date for the continued meeting. **Note: This selection can only be used if the 341 meeting is being continued to the same room.**
- ◆ The Final Docket Text cannot be edited when using the Trustee's 341 Filings hypertext link. The docket entry in each individual case will be based upon the radio buttons selected for that case during this **Step 4**.
- ◆ Click **[Submit]** to continue and officially submit the entry.

**STEP 5** The **Notice of Electronic Filing** displays.

- ◆ Only one notice displays for all cases.
- ◆ Scroll down to see the cases in which the event has been docketed.
- ◆ Scroll down to see participants who have and have not registered for electronic noticing on this case.
- ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
- ◆ To print a copy of this Notice, click the browser **[Print]** button.
- ◆ To save a copy of this notice, click **File** on the browser menu bar and select **Save Frame as**.
- ◆ You may also save the notice through the browser **File/Save** option.